



We are currently accepting applications for the full-time position of:

DIRECTOR OF RECREATION & COMMUNITY PROGRAMS

Position Salary Range: \$120,147 *
With excellent benefits

*Hiring range based on education and experience.

Application deadline Thursday, November 10, 2016

GENERAL PURPOSE

Responsible for the management of the community's recreation program, including a municipal community center, golf course, swimming facilities, neighborhood parks, basketball courts, tennis courts, walking-running track, athletic fields, and playgrounds.

SUPERVISION RECEIVED

Works under the general direction of the Deputy Town Manager and the Town Manager. Receives policy and program recommendations from the Recreation Committee and the Community Center Program Advisory Committee.

SUPERVISION EXERCISED

Supervise over 6 full-time employees and over 250 seasonal staff and instructors in such position titles as: Community Center Director, Assistant Director of Recreation, Program Coordinators and Administrative Assistant, and other personnel through subordinate supervisors. Supervisory activities include responsibility for performance management, hiring, conducting employee orientation, scheduling work hours/granting time off, providing training and development, assigning/reviewing work, and rewarding/disciplining staff. Manages personnel function for seasonal employees including recruitment, selection, training, and discipline. Supervise and evaluate volunteers, private vendors and student interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, direct and exercise general supervision of the Recreation and Community Program Department to include the management of staffing, programs and activities, technology, physical facilities, equipment, records management, planning and implementing short and long term strategies, and grant proposals.

Develop, manage and monitor annual Enterprise fund, operating budget and capital improvement plan.

Establish policy and enforce departmental rules, regulations, work methods and procedures.

Develop, implement, and oversee short and long-range plans for the Recreation and Community Program Department.

Investigate additional revenue sources such as grants and donations; prepare grant proposals and administer grants.

Obtain bids and price quotes and approve purchases and oversee contractors, and private vendors.

Prepare reports and makes presentations to the following: Recreation Committee; Community Center Program Advisory Committee, Council on Aging, Town Boards and Committees; Board of Selectmen; Town Meeting; school officials; community service groups; and the general public.

Review and approve for publication a variety of prepared brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs. Review and approve the content for electronic communication.

Participate in regional and national park, recreation professional associations and maintain current knowledge of recreation management policy and procedures.

Work closely with the School Department Athletic Director and DPW Superintendent of Public Grounds.

Actively participate as a member of the Senior Management Team. Work collaboratively to set the direction for the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments.

QUALIFICATIONS

Experience and Training Guidelines

Bachelor's Degree in parks and recreation, administration, recreation, leisure studies, or a related field, and ten (10) years of progressively responsible recreation experience, including at least five (5) years of recreation administrative and supervisory responsibility; or any equivalent combination of education and experience. Certification as Park and Recreation Professional is also recommended. Master's Degree in Recreation Administration is preferred.

Knowledge of:

Operations, services, programs and activities of a recreation department and a community center.

Principles and practices of recreation management, aquatic facility and golf course management; program development; administration and evaluation; project management; staff supervision, training and performance management; and municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Lead and direct the operations, services, programs and activities of a recreation and community programs department.

Develop and administer department goals, objectives, and procedures.

Plan, organize, direct and coordinate the work of staff; select, supervise, train, evaluate, and discipline; delegate authority and responsibility.

Research, analyze and evaluate new service delivery methods and techniques.

Identify and respond to community and Board of Selectmen issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and recommend courses of action.

Prepare and administer budgets; prepare clear and concise administrative and financial reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Interpret and apply federal, state and local policies, laws and regulations.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *operating office equipment including computer, copier and telephone*
- *traveling to various work locations.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *answering questions*
- *speaking in a clear and audible voice.*

Maintain mental capacity that permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *estimating time and materials needed for projects*
- *evaluating the effectiveness of programs and personnel*
- *recommending effective policies and procedures*
- *prioritizing and assigning work activities*
- *analyzing and interpreting data and trends*
- *performing mathematical and statistical computations*
- *communicating clearly*
- *responding to questions.*

Effectively handle a work environment and conditions that involve:

- *working closely with others*
- *working with the public*
- *working in the field*
- *working outside of normal office hours, as required.*

TOOLS AND EQUIPMENT USED

Office equipment (personal computer, laptop/tablet, telephone, calculator, copier, facsimile, etc.), and passenger vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit, talk, hear, use hands to finger, handle, feel and reach. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo an extensive background check including CORI screening.

<p>Applications and resumes must be received in the Town's Human Resource Department By Thursday, November 10, 2016</p>
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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
